

California Housing Finance Agency

Job Opportunity

Housing Finance Assistant (General) (Will also consider filling at the Housing Finance Trainee level)

Salary Range	\$3418 - 4155
Final File Date	Open Until Filled
Unit	Loan Servicing Unit <i>Note this Unit on the front of your application.</i>
Specific Location	12 th & L Streets, Downtown Sacramento
Tenure & Timebase	Permanent & Full-time
Number of Positions	One
Travel	None
Questions?	Carol LiVecchi 916-327-5172 or clivecchi@calhfa.ca.gov
Who Should Apply	Individuals who are currently in this classification, eligible for lateral transfer or have list eligibility. Applications will be screened and only those that best meet the requirements of the job will be considered. In Section 12 of your application, please state your eligibility for this vacancy. <i>Appointment is subject to the provisions of SROA.</i>
How to Apply	Submit a standard State application form (resume may be attached) to: Carol LiVecchi California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 <i>Note on the front of your application that you're applying for the Housing Finance Assistant (General) position in the Loan Servicing Unit.</i>
Duties	<p>Under general supervision of the Housing Finance Officer (Loan Servicing Manager) and the lead of the Housing Finance Associate (Default Manager) perform the following duties and responsibilities:</p> <p>25% Handle all loss mitigation efforts for assigned loans to minimize the losses to the Agency and the insurers (FHA, VA and conventional mortgage insurers). This includes reviewing borrowers' financial information to determine if they qualify for an informal or formal payment forbearance plan, a partial claim, a loan recasting or modification, pre-foreclosure sale or deed-in-lieu-of foreclosure. Must evaluate borrowers' eligibility to participate based on FHA, VA and PMI company guidelines. Insure that proper documentation is received and that the timeframes are met in order to prevent losses to the Agency. Act as liaison between the seller, the real estate sales agent, the title company, the investor and the mortgage insurance company in assisting with final disposition of the property. Write up and forward all requests for variances to the appropriate HUD Regional Center. Review final conclusion as to appropriate loss mitigation with the Default Manager. All loss mitigation efforts and reasons as to why not consummated must be documented in the file prior to a loan being referred to foreclosure.</p> <p>30% Contact delinquent borrowers by phone to find out reason for default and get a commitment from the borrowers as to when payment will be received. Take and process checks by phone. Authorize payments for cashiering to apply. Post payments from suspense. Track and contact borrowers regarding NSF checks. Schedule automated notices for collection purposes via computer. Handle credit bureau reporting and consumer disputes immediately upon receipt. Counsel delinquent borrowers regarding their financial obligation to repay the mortgage. Comply with private mortgage insurer default reporting and give verbal status updates. Prepare and deliver to FHA/VA complex reporting</p>

<p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>	<p>requirements. Analyze and evaluate the financial situation of delinquent borrowers to determine eligibility for assistance in accordance with HUD/VA/PMI regulations and guidelines. Responsible for ordering property inspections to determine status, condition and value of properties. Track all non-owner occupancy issues.</p> <p>10% Refer loans out to foreclosure when all other loss mitigation efforts fail. Coordinate activities and give direction to the trustee handling the foreclosure. Initiate Unlawful Detainer Action (evictions) when necessary to gain lawful possession of the property when borrower refuses to vacate. Insure that property is rekeyed and secured in accordance with guidelines and update computer systems (AllTel and CalHFA's Problem Loans) so that accurate tracking will occur. Procure all original documents and transfer title.</p> <p>10% Process and monitor assigned loans involved in bankruptcy. Update computer system upon receipt of judicial notification. Refer to outside attorney to protect the investor's interest in the property. Prepare depositions/declarations of fact to the court as to status of the loan and Proofs of Claims. Monitor and post the pre-petition and post-petition payments. Make recommendations to counsel regarding relief measures during periods of noncompliance, and obtain relief when all other options have been exhausted.</p> <p>10% Assist in the filing of FHA/VA/conventional claims in an accurate and timely manner to prevent additional losses. This includes reconciling all accounts payable/receivable, corporate advances and escrow advances and self-curtailing where timelines have not been met.</p> <p>10% Prepare difficult and complex responses and correspondence to the borrowers, and, from time to time, for the Executive Director's and Loan Servicing Manager's signature.</p> <p>5% Other duties as required.</p>
5/04/06	